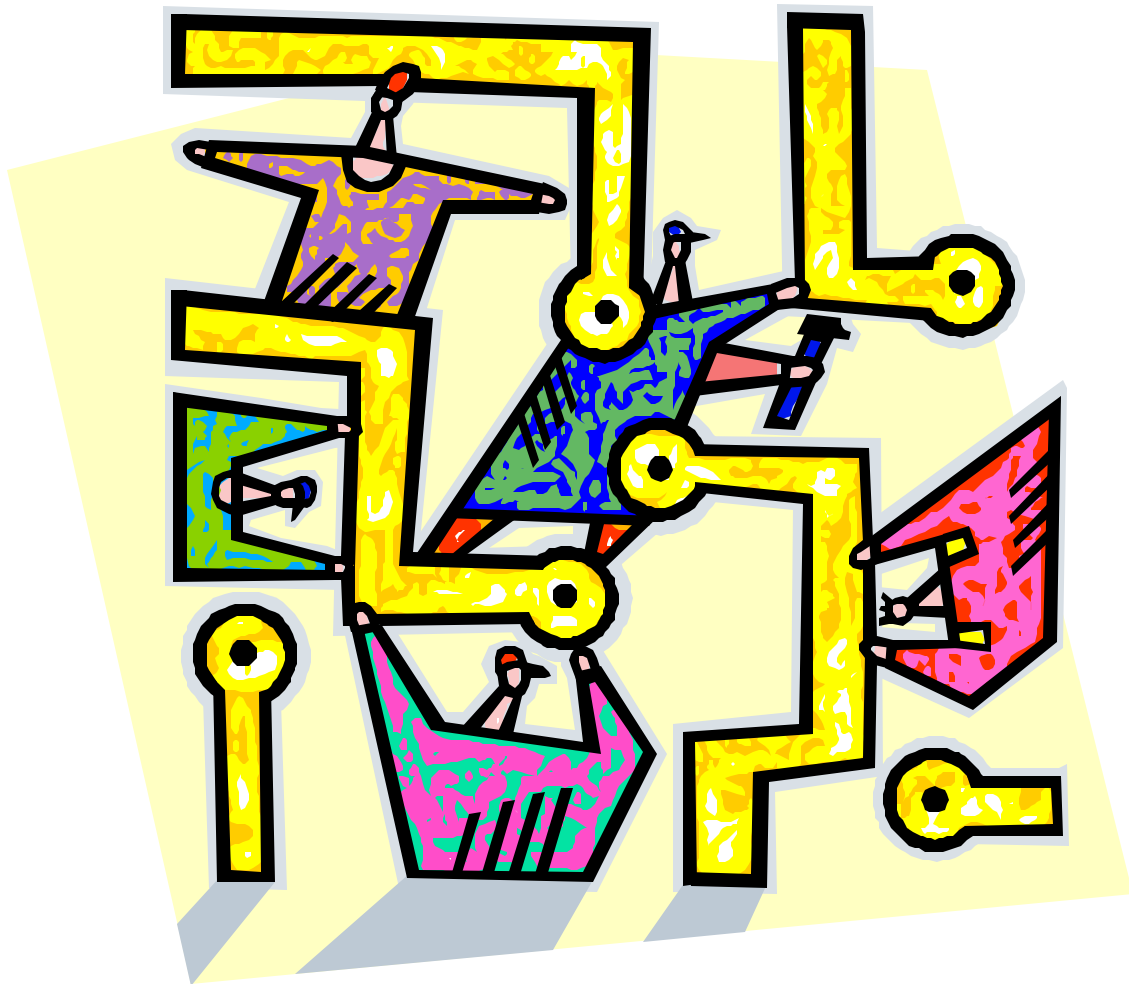


# *Project Management Framework*

## *Charter Template*



# *Charter Template*

## **Project Statement**

*(A quick overview of the project in 15-20 words.)*

## **Business Drivers/Background**

*(Reasons for recommending the project, including background information, business problem, etc.)*

## **Vision**

*(The idealistic view of what business will be like after the project is completed.)*

## Goal Statement

*(A high-level statement that provides the overall context for what the project is trying to accomplish)*

## Objectives

*(Specific, measurable, attainable, realistic, time-bound, concrete objectives for achieving the goal)*

## Scope

*(What will and will not be delivered as part of this project)*

In Scope:

- ..
- ..
- ..

Out of Scope:

- ..
- ..
- ..

## Schedule

*(Project start and end dates, milestones and/or phases)*

Project start date:

Phase I

Milestone-  
Milestone-  
Milestone-

Phase II

Milestone-  
Milestone-  
Milestone-

Phase III, etc.

Project end date:

## Cost Projection

*(The total estimated cost of the project)*

	Development Costs	Maintenance Costs
<b>Phase I</b>		
Hardware		
Software		
Labor and Benefits		
Admin		
Training		
Other		
<b>Subtotal Phase I</b>		
<b>Phase II</b>		
Hardware		
Software		



## Project Organization

### Sub-Section 1: Roles & Responsibilities

*(Roles and responsibilities assigned to each individual or group resource to the project)*

Project Sponsor: *Name and contact info*

- *Task/Responsibility*
- *Task/Responsibility*
- *Task/Responsibility*

Project Manager: *Name and contact info*

- *Task/Responsibility*
- *Task/Responsibility*
- *Task/Responsibility*

Primary Customer Representative: *Name and contact info*

- *Task/Responsibility*
- *Task/Responsibility*
- *Task/Responsibility*

Customers: *Names and contact info*

- *Task/Responsibility*
- *Task/Responsibility*

Technical Team: *Member names and contact info*

- *Task/Responsibility*
- *Task/Responsibility*
- *Task/Responsibility*

Executive Team: *Member names and contact info*

- *Task/Responsibility*
- *Task/Responsibility*
- *Task/Responsibility*

Programmer: *Name and contact info*

- *Task/Responsibility*

### Sub-Section 2: Governances

*(Describes the oversight committees, jurisdictional management groups and any other required approvals.)*

### Sub-Section 3: Team Composition

*(Org chart or matrix identifying all human resources allocated to the project, their reporting relationships and % of time allocated to the project)*

### **Approach:**

*(Description of how the project will accomplish its goals.)*

**Assumptions and Constraints:****Assumptions:**

*(The events that need to occur for the project to be successful but are outside the total control of the team.)*

- ..
- ..
- ..

**Constraints:**

*(Limitations generally outside the control of the project which may negatively impact the project scope)*

- ..
- ..
- ..

**Performance Measures/Outcomes:**

*(Predetermined methods for assessing whether the project has achieved its goals)*



**Acceptance:**

*(Unanimous approval by Key Stakeholders for the final charter document)*

We, the undersigned project members, have reviewed this document and approve its contents:

[illegible]